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23 April 1959

MEMORANDUM FOR: Chief, Salary and Wage Division

SUBJECT : Functional Information Re OS

In response to your request for information on items listed on your guide sheet the following is submitted.

1. Employees

a. Total number of people in Headquarters including career-ists in other components of the Agency-----

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b. Total number of people

c. Total number of people in foreign field offices----

d. Contract and indigenous includes:

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(1) correspondents under contract performing assignments of an investigative nature. Recruitment, negotiations and completion of contacts are handled in these cases by our office. Assignments to them originate from in the general geographical area.

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25X9A2

(2) An average of are under contract for maintenance of safe houses,

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(3) An average of guards are under contract in connection with the new building site. This will probably be supplemented as construction progresses.

(4) All Agency guards are under jurisdiction, training and guidance of our office but not under direct contract. They are supplied by GSA on a reimbursable basis.

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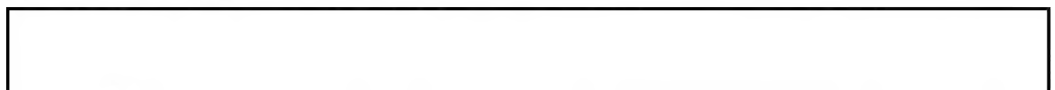
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(7) We have several projects involving:

(a) Security activities in connection with the new building.

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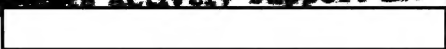


(c) Covert site used for training and other purposes.

(d) Security equipment to be manufactured by 


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25X1A2G

In addition SO ~~personnel~~ actively support ~~the~~ various other projects such as 

2. Budget

25X1A1A

a. OS total budget is currently in the area of  dollars.

b. There are three major allotment accounts.

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d. OS does not have certifying authority, but has twenty-two persons granted approving authority.

3. Logistics

a. The value of OS equipment and operational supplies is now estimated at \$500,000.

b. Approximately six hundred requisitions are processed annually with an estimated value of \$350,000 to \$400,000. These requisitions will continue to be high due particularly to the expanding counter audio program and Physical Security requirements during the new building program.

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indices cards in a central area, and working files and controls in operating areas.

b. Regulations

(1) Agency Regulations, [] re Security normally originate in OS.

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(2) [] originate from components in OS depending on subject matter.

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(3) []

(4) Headquarters Manual for Headquarters Supervisors. Same as in paragraph two.

(5) OS Notices for distribution at Headquarters.

(6) Technical Manual for employees handling technical equipment.

(7) Physical Security Manual for personnel involved in Physical Security at an installation.

(8) Safe House Manual for guide in administering and applying security safeguards in these sites.

c. Staff studies are completed through:

(1) Program of Greater Efficiency Committee

(2) Records Management Officer

(3) Special assignment survey by member of the Inspection Staff/OS

(4) Observations of Administrative Staff and recommendations to the Director of Security

(5) Internal management practices of supervisors.

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d. **Security responsibility** - The entire office is concerned with security, locally as well as through its Security representatives in the various components of the Agency. More specific Security items include:

- (1) **Protection of the DCI.**
- (2) **NSO Staff on duty twenty-four hours.**
- (3) **Protection of buildings and space through guard services and ADT System, etc.**
- (4) **Home Duty Rosters at Headquarters**

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5. Training

Training falls in three categories:

a. Security education

- (1) **Security re-indoctrination for all Agency personnel**
- (2) **EOD indoctrination**
- (3) **Security lectures in IOC; Ops Fam.; Dependents Briefing; JOT Program**
- (4) **Security posters**
- (5) **Security film production**
- (6) **Library and film liaison and use**

b. Specialized training originating within and given by OS

- (1) **Investigator course (28 since 1950)**

(2)

(3)

- (4) **Technical Interrogation Training Course (four to six months - twice yearly)**

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(5) OS Counter-Audio Course (six weeks - twice yearly)

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(7) Seminars and conferences.

(8) Specialized training courses are also given for covert personnel at safe houses in connection with special projects at the rate of approximately two per year.

c. Training Liaison - Assisting OS personnel in participating in OTR courses available and applicable.

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